

## **Rounding Procedure for Employment First Hours of Participation**

**(Effective 9/1/2010)**

When calculating hours of EF participation, the case manager will total **actual** hours of participation on daily or weekly verification documents. At the end of each month the hours from all applicable verification, by component, will be totaled and rounding of hours is allowed at that time.

If the total monthly hours should include a partial hour, normal rounding procedures will apply. For less than 1/2 hour, round down to the nearest hour. For 1/2 hour or more, round up to the nearest hour. We have included two examples of the proper rounding procedures.

The first example, for a Work Experience participant includes time sheets from an electronic time keeping system, thus the partial hours are a percentage of an hour. Example #2 includes time sheets for Vocational Training. Hours are calculated using hours and minutes attended. This is our preferred method of calculating hours.

Included in the examples are holiday and excused absence hours. These hours are to be accounted for during the weekly calculation of hours and will be based on either scheduled hours for that day, or if there is no set schedule, an average of hours participating on that day of the week.



Rounding Procedure Examples.docx